

## Reconciliation Program Coordinator

The Women's Centre of Calgary is seeking a Reconciliation Program Coordinator to fill a part-time, one-year position. (There is the possibility to combine this position with another project to make a full-time, one-year position.) Work within an open, supportive team environment with a strong community-based organization focused on social justice.

**ABOUT THE POSITION:** The Reconciliation Program Coordinator will oversee the Women's Centre's (WC) Reconciliation strategy and work to:

- Develop and share strategies and best practices to promote the inclusion of Indigenous women's leadership in WC programs, services and community;
- Recruit Indigenous volunteers, match them to existing Centre volunteer opportunities, and create new roles to meet volunteer needs and interests;
- Develop and facilitate a training workshop for all volunteers on Indigenous practices and issues;
- Work closely with other WC staff and volunteers to foster participation and leadership for Indigenous women in all areas of the WC;
- Act as community liaison to build strategic relationships in Calgary;

**QUALIFICATIONS:** The successful candidate will have many, or all, of the below qualifications:

- Knowledge of Reconciliation in a Calgary/Alberta context;
- In-depth understanding of the history, location and cultural diversity of Indigenous people in Alberta;
- Have experience working with Indigenous groups, communities, and Indigenous-serving agencies;
- Possess critical awareness of the nature and root causes of complex issues such as gender inequality and issues experienced by Indigenous communities in Canada;
- Minimum 4 years experience working in a non-profit, or post-secondary education combined with a minimum of 2 years experience;
- Ability to accommodate an evening work schedule;
- Experience working with volunteers;
- Knowledge of Blackfoot or Cree an asset.

This position is 24 hours a week at a wage of \$30 per hour.

Please submit resume and cover letter to: [resume@womenscentrecalgary.org](mailto:resume@womenscentrecalgary.org)

The Women's Centre is an equal opportunity employer and encourages applicants from Indigenous populations to apply. The Women's Centre offers competitive health, benefit and vacation packages to employees.